

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, February 17, 2016
901 University Avenue, Commission Room
8:15 a.m.

MEMBERS PRESENT: Roger Kolb, Chair; John Withbroe, Vice Chair; Kevin Kuehn, Secretary; Alderman Randy Scannell, and Emily Ysebaert

ABSENT: Ron Antonneau

STAFF PRESENT: Patty Kiewiz, Transit Director; Essie Fels, Recording Secretary; Cindy Tappy, Compliance Coordinator; Larry Sterckx, Maintenance Manager; Pam Manley, Business Grant Manager; April Herlache, Transportation Supervisor

OTHERS PRESENT: Lisa Conard, Brown County Planning; Alderman Dave Nennig and Vincent Caldara, MV General Manager

1. Call the meeting to order

Chair R. Kolb called the meeting to order at 8:15 a.m.

2. Approval of Agenda

J. Withbroe made a motion to approve the February 17, 2016 agenda. K. Kuehn seconded the motion. Motion carried.

3. Approval of the minutes of the January 20, 2016 meeting

R. Scannell made a motion to approve the minutes from the January 20, 2016 meeting. E. Ysebaert seconded the motion. Motion carried.

4. Action: Approval of the Green Bay Metro Title VI Policy

P. Kiewiz stated the Federal Transit Administration (FTA) requires all public transit systems to have an approved Title VI written plan as part of their Civil Rights requirement and compliance. Green Bay Metro reviews and updates the Title VI program every three (3) years.

Motion made by K. Kuehn to approve the Green Bay Metro Title VI Policy. J. Withbroe seconded the motion. Motion carried.

5. Operational Reports

P. Manley stated in your packets you will find several operating reports. P. Manley gave a brief overview of the ridership reports for Fixed Route and Paratransit.

K. Kuehn inquired what the cost savings per trip is when paratransit ridership goes down.

P. Kiewiz stated \$23.00 per trip plus the cost for fuel. We have noticed the ridership drop over the past few years. The number of trips we provide today, I would expect to be consistent going forward. Metro has developed procedures internally to assure individuals using the correct mode of transportation. Staff is also working on giving individuals the opportunity to be trained on how to use fix route. We will have more discussions going forward as we review the needs of a mobility manager.

R. Scannell inquired if the weather was factor of keeping the elderly and disabled in.

P. Kiewiz stated it is a combination of factors. Weather does plays a lot in this as well. We have seen a change with Family Care in our county as well as the agency fares that have been implemented over the last few years.

K. Kuehn asked if the ability to use the service is based on how close they are to a fixed route.

P. Kiewiz stated yes. In order for riders to qualify for paratransit they must be unable to access the fixed route system. They must also be within $\frac{3}{4}$ of mile of the fixed route of our serving communities. If it is a difficult or a challenge for the rider, they would qualify for the reduce fare program on fixed route.

K. Kuehn inquired if someone wanted to use this service and is not within the boundaries; are they able to use the service and pay the going rate.

P. Kiewiz stated no. Metro requires the Paratransit vendor to be the sole provider for the Green Bay Metro program.

K. Kuehn asked what other options riders have. Are there competitors in the community for them to use?

P. Kiewiz stated Curative Connection provides trips, under different guidelines. There are also private pay providers. There is a gap in transportation. Ideally, Green Bay Metro provides the service within the core area, within the service area. Curative Connection receives 8521 funding and they service mainly the outskirts where Metro does not service. This allows those individuals to get the transportation they need. However, there is that small part of overlap because elderly individuals may not qualify for the Metro program but they could use Curative Connection. There is a bigger need then what we are able to fill. We will continue to explore options.

L. Conard stated that the Aging and Disability Resource Center of Brown County (ADRC) will be commissioning the *Brown County Rural Specialized Transportation Needs Study* in 2016. The study will attempt to identify unmet needs for specialized transportation service in the county's rural area and where these needs are expected to exist in the future. The study will focus on areas not served by Green Bay Metro and Curative Connections.

6. Directors Report

P. Kiewiz introduced Brandon Lensmire; the Operations Supervisor position to assist in operations. Brandon transferred from DPW. He has been fitting in very well with the team.

We have a new commissioner her name is Sierra Spaulding; she is a student at UWGB. She will be joining us for our next commission meeting.

March 13-18th is Transit Driver Appreciation week. Friday, March 18th Patty will be having an omelet bar in the morning and a hot potato bar in the afternoon for employees.

March 3 and 4th Schenk will be here to conduct our financial audit. Schenk will attend the April Commission meeting to present his report.

Green Bay Film Festival will be held at St. Norbert's College March 3rd through the 6th. Green Bay Metro has route in place to service this event.

P. Kiewiz stated she will be leaving on Saturday, March 12th to Washington D.C. with WURTA for the annual Fly-in. She will return the night of March 16th.

7. Other Business

J. Withbroe asked whatever happened to the staff award system.

P. Kiewiz stated we are working on revamping that program. We want it to have more meaning when employees are earning them. She has tasked Brandon to coordinate our own Transit Safety Committee. TMI is also kicking something off and we would like to collaborate with that program.

K. Kuehn stated you need a program that will motivate an employee. There needs to be some criteria above and beyond the call; self-improvement and wants to make Metro a better place.

8. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for Wednesday, March 23, 2016 at 8:15 a.m.

9. Adjourn

Motion made by K. Kuehn, seconded by J. Withbroe, to adjourn at 8:32 a.m. Motion carried.

Respectfully submitted,

Essie Fels